

1 SEP 1972

MEMORANDUM FOR: Administrative Officer, O/DCI

SUBJECT : Local Transportation for Visiting Dignitaries

1. The Office of Logistics quite frequently is called upon to furnish local transportation during both regular and off-duty working hours within the Metropolitan Washington area for visiting dignitaries and other official guests of senior Agency personnel. In order that this service may be rendered as efficiently as possible and to insure that there is the least possible chance of failure to recognize the dignitary or guest, you are asked to comply with the following procedures.

2. A recent review of all factors involved in performing this service leads to the conclusion that the requesting office should do as follows:

a. The request for the service should be submitted in writing at least 24 hours before the mission is to be performed. The memorandum should be hand carried to the Office of the Chief, Logistics Services Division, OL, 4E06 Headquarters Building.

b. Specifically identify the full name and street address of the hotel, club, or office building, and the exact place of pick up, i.e., the reception desk, information counter, street entrance, etc., as well as the specific details on the destination of the trip.

c. A physical description of the guest should be included.

d. Every effort should be made to furnish an escort officer to ride with the motor pool chauffeur. Experience has shown that, particularly during rush-hour traffic, it is sometimes difficult for the chauffeur to find a convenient parking place where he may leave the car and endeavor to locate physically the guest. The presence of an "escort officer," in addition to facilitating recognition of the guest, will also allow most efficient contact and transportation.

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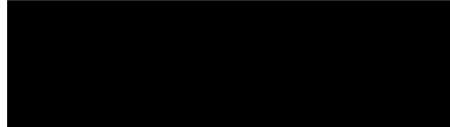
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3. It will be appreciated if the contents of this memorandum are made known to appropriate officers within your organization.

STATINTL



John F. Blake
Director of Logistics

cc: DD/S
C/LSD/OL

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